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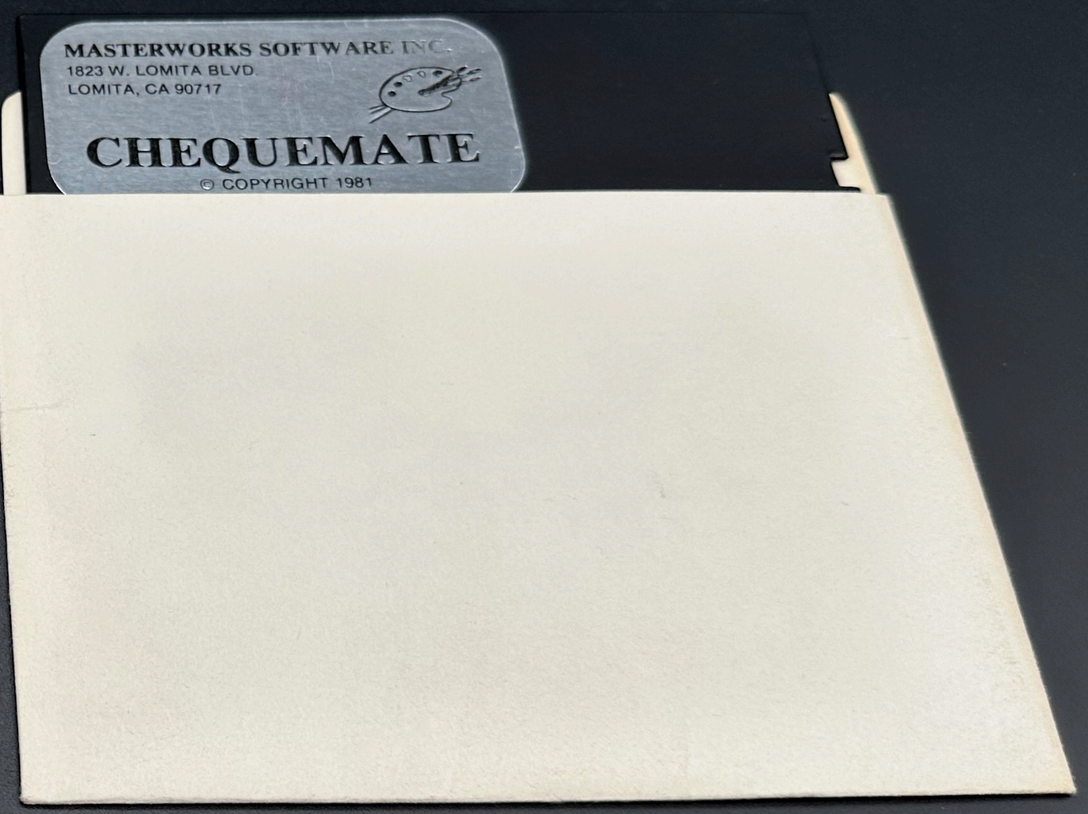

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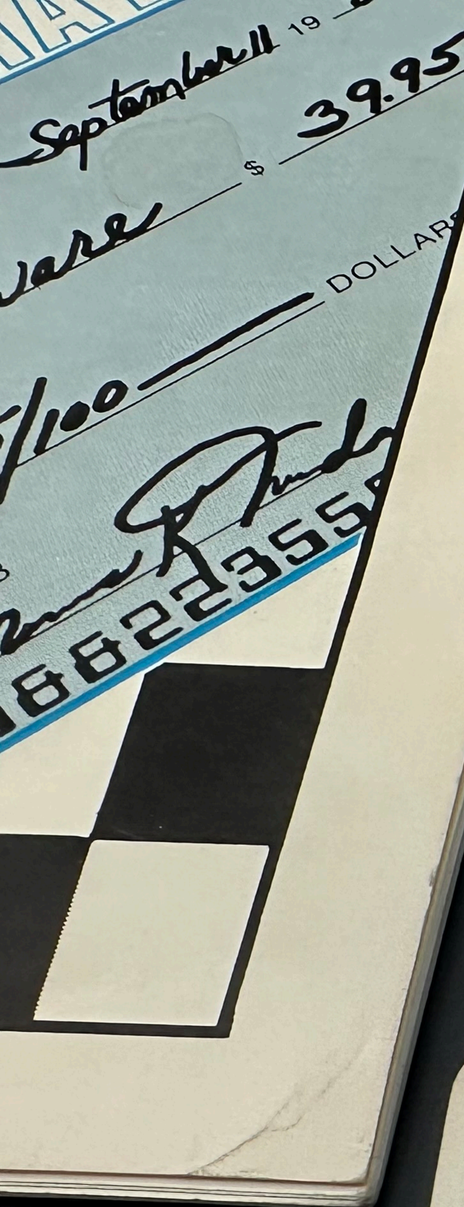

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F.

ENHANCEMENTS

1) For the convenience of our users with a 10 key numeric key pad, we have added "(Ø)" as a valid response to the question "OK TO ENTER ON DISK?". When ever you are presented with, "OK TO ENTER ON DISK? (Y OR Ø FOR YES)", both "Y" and "Ø" will be interpreted as YES.

2) Once you have entered the add mode, by entering an "A" from the action line, you will not be returned to the action line until a zero is entered for the reference number. When you have finished entering a record it is assumed that you wish to stay in the add mode and you are returned to the reference # line.

3) The format of checkbook reconciliation has been changed for the clearing of up to 15 items per screen. The first 15 outstanding items read from the check file, will be displayed on the screen and you will be presented with "# TO CLEAR OR (E)ND:", if an item appearing on the screen, also appears on your bank statement, enter the corresponding number. Once a number has been entered, the number will appear in inverse. Entering the number again will unmark the item, returning it to normal test. Only the items appearing in inverse will be marked as cleared when in balance. After you have marked the appropriate items, enter an "E" for end. The next 15 outstanding items will be read in and presented for clearing until all the items have been displayed.

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ment line you would enter '*25 CASH'. After pressing
comment line will be reformatted to '*25.00 CASH'. To
split check on the comment line it MUST be in the format
sk amount space category" ('*25 CASH').

ine 7 is the STATUS line. You must enter either '0' for outstanding
'C' for cleared. Pressing RETURN will default to outstanding. This
status represents whether or not the item has cleared the bank yet.

In Check Data Maintenance there is another function of the '# TO
CORRECT OR 0' line. This function is to pay the current bills for the
named payee as described above. If there are current bills outstanding
for the payee on line 3, you may add them to the check and delete them
from the outstanding list. To pay an outstanding bill with the current
check, type 'P' followed by the number of the bill shown on the screen
by the bill you wish to pay. When a valid pay bill is entered the date and
amount field of the bill will be inversed and the bill amount will be
added to the check amount. To unmark a bill repeat this procedure.
The bill will be displayed in normal text and the check amount will be
adjusted. For example, to pay the third bill displayed under 'CURRENT
BILLS FOR '----', you would enter 'P3' at the '# TO CORRECT OR 0'
line. To unmark the third bill once it has been marked, you would also
enter 'P3'. Actual updates of the outstanding bills are not made until
you post the check to the check file.

igure IV-4 shows the screen format for the Check Data Maintenance
rogram.

CHECK DATA MAINTENANCE-SAMPLE DATA

```
ENTER ACTION: (A, C, D, R, E) :A
REFERENCE #    11        BALANCE: 1102.03
1.  ITEM                 CK4975
2.  DATE                 09/16/81
3.  PAYEE                DINERS CLUB
4.  AMOUNT               15.00
5.  CATEGORY             ENTERTAINMENT
6.  COMMENT
7.  STATUS               OUTSTANDING

ENT BILLS FOR 'DINE':
  09/15/81 DINERS CLUB                    75.00
  09/01/81 DINERS CLUB                    22.54
  09/10/81 DINERS CLUB                    45.00
  09/13/81 DINERS CLUB                    15.00

RECT OR '0'
```

Figure IV-4

BUDGET DATA MAINTENANCE

This program was designed to allow you to enter a budget on a monthly basis for comparison against expenses or income.

Line 1 is the CATEGORY line. Enter the category name you wish to use here.

Line 2 is the TYPE line. Enter either 'I' for income or 'E' for expense. You must enter one or the other.

Lines 3-14 are the MONTHLY BUDGET AMOUNT lines. Enter the amount you wish to budget for the corresponding month.

ACTUALS: The actual amounts spent or received are displayed under the word ACTUAL next to the budgeted amount for each month. The actuals are updated through the check and bill data maintenance programs. These amounts are not entered when adding a record, although they can be modified in the change mode.

Figure IV-5 shows the screen format for the Budget Data Maintenance program.

Figure IV-5

STANDARD DATA MAINTENANCE

```
ENTER ACTION: (A, C, D, R, E) :
REFERENCE #

                                  ACTUAL
 1.  CATEGORY
 2.  TYPE (I/E)                   |
 3.  JANUARY                      |
 4.  FEBRUARY                     |
 5.  MARCH                        |
 6.  APRIL                        |
 7.  MAY                          |
 8.  JUNE                         |
 9.  JULY                         |
10.  AUGUST                       |
11.  SEPTEMBER                    |
12.  OCTOBER                      |
13.  NOVEMBER                     |
14.  DECEMBER                     |
```

CHARGE DATA MAINTENANCE

This program was designed to allow you to enter the bills you receive throughout the month into CHEQUEMATE so at the end of the month when you pay each bill you can combine bills to the same comapny thus using one check per company as opposed to one check per bill. Entering bills when received rather than when paid will more correctly

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CHEQUEMATE

CHEQUEMATE is **the** complete home financial package for the Apple. All aspects of home money management are addressed including checks, charge cards, cash control, automated teller transactions, "checkless" bill paying, and budgeting. You can even split checks into two categories (i.e. to keep track of interest and principal separately for house payments). A complete set of reports allows you to make hard copy printouts or review them on the screen. In addition the contents of the screen can be printed at any time. Standard abbreviations may be defined so recurring entries can be generated with minimal keystrokes.

FEATURES

- Budgeting with actuals
- Charge cards and accounts
- Multiple categories per check
- Automatic teller transactions
- Standard entries by abbreviation
- Multiple checking accounts
- Video display printed at any time with CTRL-Y
- Comprehensive documentation
- Graphic budget analysis
- Unpaid bills display in check entry
- No monthly or annual cutoffs necessary
- All data accessable for change

REPORTS

- Check list
- Standard entry list
- Budget list
- Budget comparisons
- Charge list
- Graph budget/actual

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ENHANCEM

1) For the conven
10 key numeric key
as a valid respo
ENTER ON DISK?".
with, "OK TO EN
YES)", both "Y"
as YES.

2) Once you
entering an "
will not be re
a zero is en
When you hav
is assumed
mode and you
line.

3) The fo
has been ch
items per
items rea
displayed
presented
item appe
your ba
number.
number
number
it to
in in
balanc
items
outst